



KANSAS WIC POLICY MEMORANDUM

KANSAS-WIC-P-2014 06

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: May 21, 2014

RE: WIC Local Agency Budget FFY2015
Unallowable Costs
Referrals to the Commodity Supplemental Food Program
2015 Nutrition Services Plan

WIC Local Agency Budget FFY2015

It's time to begin the budget process for FFY2015.

The WIC Local Agency Budget FFY2015 spreadsheet is now available on the Kansas WIC website to be completed. The Annual Budget policy should be reviewed prior to completing the Budget process.

The electronic version of the Annual Budget policy can be found in the Administrative section of the policy and procedure manual on the Kansas WIC website at:

http://www.kansaswic.org/manual/ADM_02_02_00_Annual_Budgets.pdf .

The "WIC Local Agency Budget FFY2015" spreadsheet can be found near the bottom of the Forms/Administrative Materials section of the Kansas WIC website at:

http://www.kansaswic.org/local_agencies/administrative_materials.html .

The WIC Local Agency Budget FFY2015 and all the supporting documentation is due by **July 11, 2014**. Refer to the Kansas WIC Budget Instructions and Checklist included at the end of this memo for a complete list of items requested for the budget process. Print out the checklist and submit it along with the budget.

Note: Next year, we will be having the Kansas WIC Annual Conference, which will be a two day training. The dates and location have not yet been determined, but the Local Agency should anticipate costs similar to what they experienced in FFY2013 with the conference registration, hotel and other costs pertaining to the conference.

Also, we expect to continue to have the one day new employee Breastfeeding training, which is offered two different times throughout the year in addition to the on-line modules. Based upon your estimated employee turnover, for each new employee, add estimated costs for one or two nights lodging (depending on location) and travel to Topeka in June or Wichita in November, plus associated expenses.

These estimated costs should be placed in Section III: Agency Operations and Program Supplies on the WIC Local Agency Budget spreadsheet for the line item "Employee Training Expenditures" under the Breastfeeding Promotion and Support cost category. Just as a reminder, wages are not included in Section III, but should be placed in Section I, Employee Services.

If you have questions about the budget process contact Rachelle Hazelton at (785) 291-3134 or rhazelton@kdheks.gov.

ACTION REQUIRED: Notify all WIC staff, as well as other Health Department or County staff who are involved with developing the WIC Budget. Review the changes and use the WIC Local Agency Budget FFY2015 spreadsheet and submit all the supporting documentation by **July 11, 2014**.

Unallowable Cost

Within the last several months, there have been a number of items submitted for reimbursement on affidavits that are not an allowable cost. Here are just a few items that have been showing up on affidavits that are not allowable.

- purchase of food, unless it is used specifically in a nutrition education activity
- certification renewal for Certified Breastfeeding Educator (CBE)
- membership dues
- diapers
- wet wipes
- topical ointments
- toothbrushes
- Staff bonuses - special incentive pay or any other lump or one-time payment. However, retroactive pay increases are allowable.

Any exceptions regarding unallowed cost items must be approved in writing by the State Agency.

For more unallowable costs, refer to policy [ADM: 02.03.02](#).

ACTION REQUIRED: Notify all WIC staff, as well as other Health Department or County staff who are involved with developing the affidavit.

Referrals to the Commodity Supplemental Food Program

WIC Local Agencies should no longer refer clients to the Commodity Supplemental Food Program (CSFP). When Section 4102 of the Farm Bill was amended in February 2014, State and local agencies were required to phase out participation of women, infants, and children in CSFP.

Women, infants, and children will no longer be certified to participate in the CSF program. However, assistance will continue to be provided to those who were certified and enrolled prior to February 7, 2014. The Rights and Responsibilities form will be updated in KWIC by May 30. The CSF program is no longer available as a referral in KWIC.

ACTION REQUIRED: Please notify all staff to cease referring clients to CSFP. Please review resource lists and update all pertinent information. Please update other information on the list that may be outdated. Social Rehabilitation Services (SRS) should now be listed as Department for Children and Families (DCF).

2015 Nutrition Services Plan

Watch for the 2015 Nutrition Services Plan Guidance and Instructions coming soon. It will be sent separately and again in the June P Memo. The 2015 Nutrition Services Plan is effective January 1, 2015 – December 31, 2015 and will be due for submission November 1, 2014.

ACTION REQUIRED: Watch for the release of the 2015 Nutrition Services Plan Guidance and Instructions.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Items:

Enclosures: Kansas WIC Budget Instructions

Kansas WIC Budget Instructions

The FFY2015 WIC Local Agency Budget spreadsheet is now available on the Kansas WIC website. Local Agencies **must** use the “WIC Local Agency Budget FFY2015” spreadsheet.

The WIC Local Agency Budget FFY2015 spreadsheet and supporting documentation is due by **July 11, 2014**. Refer to the Kansas WIC Budget Checklist on the next page for a complete list of items being requested.

Refer to the Annual Budget policy on the Kansas WIC website for detailed instructions on completing the WIC Local Agency Budget at the following link:
http://www.kansaswic.org/manual/ADM_02_02_00_Annual_Budgets.pdf.

The WIC Local Agency Budget spreadsheet is located in the “Forms/Administrative Materials” section on the Kansas WIC website under “WIC Local Agency Budget FFY2015” in the following location:
http://www.kansaswic.org/local_agencies/administrative_materials.html.

The budget spreadsheet is an Excel spreadsheet that consists of two pages. The spreadsheet will open up in Excel and can be saved to your computer’s hard drive. The budget spreadsheet has formulas that should automatically calculate totals when amounts are entered into the form.

Please review these policies before completing the budget spreadsheet. [ADM 02.03.01 Allowable Costs](#); [ADM 02.03.02 Unallowable Costs](#); and [ADM 02.03.03 Time and Effort Reporting](#).

NOTE:

- When requesting additional training funds – refer to policy [ADM: 11.02.00 Financial Support for Local Agency On-Going Training](#) and submit the appropriate form.
- Computer purchases are no longer part of the budget process and are handled through policy [ADM: 07.05.00 “KWIC Equipment Purchase, Warranty or Repair”](#). Submit the appropriate form to your State Lead Contact.

Complete the following checklist and submit it along with the WIC Local Agency Budget FFY2015 and supporting documentation.

Kansas WIC Budget Checklist

This checklist is to be completed, signed and returned along with the WIC Local Agency Budget FFY2015 spreadsheet and supporting documentation by July 11, 2014. Missing information can lead to a delay in the approval process of the Local Agency's Budget. The information will be returned to the Local Agency for completion.

Check off and attach the following items when submitting the FFY2015 Budget information:

- ☐ WIC Local Agency Budget FFY2015 spreadsheet for each agency (parent and sub-agencies)
- ☐ Provide signed copies of all agreements for personnel, sub-agencies and clinic sites etc. (if your agency is a parent agency)
- ☐ Provide signed copies of contractual agreements for Dietitians (must be renewed each year)
- ☐ Provide a copy of the Indirect Cost Allocation Plan for FFY2015 (only for those agencies who claim indirect costs)
- ☐ Provide a copy of the Approval letter for Indirect Cost for the time period of **July 1, 2014 through June 30, 2015** (used only for agencies who claim indirect costs)
- ☐ Provide the Clinic Availability document (as described in Annual Budget policy)
- ☐ Provide justification as to why your agency is not able to meet the 1/6th Nutrition Education Expenditure (if applicable)
- ☐ Provide justification as to why your agency budget is 5% greater than the prior year's expenditures (if applicable)

I have verified that all of the information requested for the FFY2015 WIC Local Agency Budget has been completed and the supporting documentation is included.

Authorized Agency Representative

Date

Title

Phone Number